



CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT

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**POSITION TITLE:** ASSISTANT FIELD MAINTENANCE MANAGER

**SALARY RANGE:** \$27.84 – \$41.19/hr

**HOURS OF WORK:** 7:00 a.m. – 3:30 p.m.

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The City of Middletown is accepting applications for the position of **Assistant Field Maintenance Manager**. This position is located in the Water & Sewer Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on February 26, 2015.** Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.Middletownct.gov](http://www.Middletownct.gov). Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** High School diploma or equivalent and five (5) years of water and/or sewer system maintenance/supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires Connecticut Backflow Device Preventer Tester and Cross connection Survey Inspector certifications, State Class III Distribution Operator's license; or the ability to obtain within two (2) years of appointment and a valid Class A Commercial Driver's License (CDL) with tank endorsement (N). (**Copies of certifications and license must be attached to application.**)

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

**POSITION PURPOSE:** Under the direction of the Field Maintenance Manager, supervises and participates in the planning, operation, maintenance, installation and repair of the City's system of water transmission and distribution, and sewer collection system including all appurtenances, facilities and grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):** Assists in the planning, organization and supervision of the maintenance, installation, repair & operation of water and sewer system, facilities and equipment; supervises division personnel, provides instruction & training, plans, coordinates, schedules, assigns and reviews work; Allocates personnel; Maintains standards and evaluates performance; Acts as a lead worker at job sites and ensures compliance with all applicable health and safety regulations; Responds to critical and emergency situations, including water main breaks, sewer backups, sewer pump stations problems; Inspects private & public facilities to determine the need for backflow prevention devices and prepares backflow prevention forms for the State Health department; prepares a variety of reports, documents and correspondence; Performs general maintenance functions; Assists with snow & ice removal and control functions; maintains inventory of tools, equipment, lubricants, repair parts and fuels; writes specifications for supplies and materials; maintains control of any inventory of water or sewer pipe, hydrants, fittings, manholes and related materials; Determines the assignment of personnel to projects; Maintains availability to respond to emergency situations on a rotating, on-call basis, or as determined by the director or designee, may operate equipment, as needed; and may perform other related functions as assigned or required.

**CLOSING DATE:** Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on February 26, 2015.** Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Issued: 02/05/15